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ADM-102 Department Administrator Training

Duration: N/A

Prerequisites: None

Scope

Performing the responsibilities of a department administrator.

Type: Self-paced

Objective

Upon completion of this course the student will be able to perform the duties of the department administrator.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

ADM-104 Basic Participant Records Coordinator

Duration: N/A

Prerequisites: None

Scope

This self paced module will provide the Records Coordinator with a general overview of records management requirements pertaining to records creation, filing, inventory, maintenance, and active storage.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to carry out the duties and responsibilities associated with an auditable records management program.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on the closed book examination.

Refresher: None

Class size: N/A

ADM-105 Comprehensive Participant Records Coordinator

Duration: N/A

Prerequisites: None

Scope

This self paced module will instruct you on the duties and responsibilities required to successfully perform your role as a records coordinator.

Type: Self Paced

Objective

Upon completion to this course, the student will be able to carry out the duties and responsibilities of a records coordinator.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on the closed book examination.

Refresher: None

Class size: N/A

ALA-102 ALARA Training for Engineers

Duration: N/A

Prerequisites: None

Scope

This self paced module will provide the engineer with techniques to eliminate or reduce exposure to radiation and/or radioactive material when providing initial designs or design modifications.

Type: Self Paced

Objective

Upon completion of this course, the student will be able to apply ALARA design principles during the Engineering design process.

Mastery of the terminal objective will demonstrated by scoring 80% or higher on the open book examination and completing a desktop exercise.

Refresher: None

Class size: N/A

ALA-103 ALARA for Managers

Duration: 6 hours

Prerequisites: Direct manager of Radiation Worker(s) and Qualified as a Radiation Worker

Scope

This instructor led module will provide managers of radiation workers with techniques on how to incorporate the Lessons Learned program into their informal group training. Also included is information on conducting critiques, benefits of critiques, ALARA philosophy and management techniques, the manager's role in ALARA and Functions of the site ALARA committee. The manager will receive information on radiation risks and effects of exposure to ionizing radiation.

Type: Classroom

Objective

Given any radiological work scenario, the manager will be able to effectively utilize ALARA concepts to communicate risks to the worker, plan responses to and successfully critique the scenario in accordance with procedure WP 12-2, WIPP ALARA Program Manual.

Successful completion of a written closed book examination of the enabling objectives with a score of 80% or greater will demonstrate mastery of this terminal objective.

Refresher: 2 year

Class size: Classroom capacity

ALL-101 Area Landlord Training

Duration: 8 Hours

Prerequisites: Designation as Area Landlord

Scope

The instructor will provide Area Landlords with methods to develop safety checklists for their area using knowledge of the basic types of hazards found in the workplace. Also provided is an overview of the DOE Voluntary Protection Program, the NFPA Life Safety Code, and various safety guidelines.

Type: Classroom

Objective

Upon completion of this course, the student will be able to conduct a safety inspection of a given area in accordance with the WIPP Surface Management Council guidelines.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and participation in the safety inspection practical.

Refresher: Annual

Class size: Classroom capacity

ALL-101A Area Landlord Training Refresher

Duration: 2 Hours

Prerequisites: Designation as Landlord and completion of initial 8 hours Area Landlord Training.

Scope

A review of basic hazards found in the workplace and of the NFPA Life Safety Code. An update of changes pertaining to the landlord Program.

Type: Classroom

Objective

Upon completion of this course the student will be able to conduct a safety inspection of a given area in accordance with the WIPP Surface Management Guideline.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course exam.

Refresher: Annually

Class Size: Classroom capacity

CON-004 Procurement Qualification Training

Duration: N/A

Prerequisites: None

Scope

This module will provide students with the basic knowledge required to complete a Purchase Requisition/Purchase Requisition Change Notice.

Type: Self-Paced

Objective

Upon completion of this module, the student will be able to complete a purchase requisition/purchase requisition change notice for the acquisition of "standard off the shelf commercial items" in accordance with Waste Isolation Division procedure WP 15-PC3609.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the module examination.

Refresher: None

Class Size: N/A

CON-006 Procurement Services Advanced Qualification Training

Duration: N/A

Prerequisites: CON-004

Scope

This is a lesson offered by the Controller's Department to train requisitioners and associated reviewers in the planning and preparing of Statements of Work (SOW).

Type: Self-Paced

Objectives

Upon completion of this course, the student will be able to prepare a Statement of Work in accordance with Procurement Guidelines contained in WP 15-PC3609 and WID Purchasing Requisition Handbook Appendix B.

Mastery of the terminal objective will be demonstrated by achieving a score of 80% or greater on the module examination.

Refresher: None

Class size: N/A

CPR-101 Adult CPR

Duration: 4 hours

Prerequisites: None

Scope

The student shall be able to perform basic adult CPR in accordance with the American Heart Association (AHA) Heartsaver guidelines.

Type: Classroom

Objectives

The student shall describe the signs and symptoms of a heart attack and the methods of determining the need for CPR.

Refresher: Annual attends CPR-101.

Note: This class will not refresh SAF-504, MED-101/101A or MED-201.

Class size: Classroom capacity

DDC-101 Defensive Driving

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will discuss how to avoid collisions and develop safer driving habits. All of the proven defensive driving concepts, techniques and strategies are included.

Type: Classroom

Objectives

Upon completion of the course the student will be familiar with concepts of defensive and safe driving concepts.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom capacity

ELC-103 Electrical Safety

Duration: 4 Hour

Prerequisites: None

Scope

The instructor will provide personnel with a description of the hazards associated with maintaining high voltage equipment and the general precautions to prevent personnel injury or equipment damage.

Type: Classroom

Objectives

Upon completion of this course, the student will be familiar with the safety requirements outlined in 29 CFR 1910.331 through 1910.335 (OSHA safety-related work practices).

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually for Electrical Workers

Class size: Classroom capacity

ENG-101 Life Cycle Introduction

Duration: 4 Hours

Prerequisites: None

Scope

Provides an introduction to Life Cycle Costing. Instead of purchasing equipment/product based solely on the lowest initial cost, you will evaluate the cost of the item over it's lifetime and include other factors such as: power consumption, anticipated maintenance costs, design and installation costs, etc. Discussions include common pitfalls, and things we can do as a site to make improvements when filling a need.

Type: Classroom

Objective

Upon completion of this course, the students will be able to determine a plan of action in maximizing efficiency of life cycle and costs of equipment, systems, and buildings at government facilities, in accordance with the Code of Federal Regulations, 10 CFR, part 436.

Satisfactory completion of this course will be measured by making a minimum of 80 percent on an open book exam.

Refresher: None

Class size: 15

ENG-102 Life Cycle Cost Calculation

Duration: 4 Hours

Prerequisites: ENG-101

Scope

The focus here is performing simple calculations with present and future costs calculations when making decisions as to which product, criteria, and actions to take in selecting a needed item.

Type

Classroom

Objective

Upon completion of this course, the students will be able to determine a plan of action in maximizing efficiency of life cycle and cost of equipment, systems, and buildings at government facilities. This course is in accordance with Code of Federal Regulations, 10 CFR, Part 436.

Satisfactory completion of this course will be measured by making a minimum of 80 percent on an open book exam.

Refresher

None

Class size

15

ENG-103 Engineering Conduct of Operations (WP 09)

Duration: N/A

Prerequisites: None

Scope

This training module specifically focuses on familiarity with the Engineering Conduct of Operations Procedure. This is a required course for all Engineers, Cognizant Engineers and Drafters.

Type: Self-Paced

Objective

Upon completion of this required reading, the trainee will be able to define their responsibilities, such as design, modifications, associated documentation such as drawings, specifications, procurement, installation instructions, testing of structures, Systems and components in accordance with the Engineering Conduct of Operations procedure (WP 09).

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-104 WID Operational Configuration Management Plan (WP 09-9)

Duration: N/A

Prerequisites: None

Scope

This training module specifically focuses on the Configuration Management Policies used at the WID. The procedure emphasizes that Plant Configuration, Documentation, and Plant Design must all be in agreement. This is a required course for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state their operational responsibilities and interfaces toward an effective Configuration Management Program. This course is in accordance with the Configuration Management Plan (WP 09-9).

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-105 WIPP Startup and Acceptance Test Program (WP 03-1)

Duration: N/A

Prerequisites: None

Scope

This training module specifically covers the WIPP Startup and Acceptance Program Procedure. This is a required course for all Engineers and Cognizant Engineers except Geotech Engineers.

Type: Self-Paced

Objective

Upon completion of this course the trainee will be able to state their duties and responsibilities toward an effective Startup and Acceptance Test Program. This course is in accordance with the WIPP Startup and Acceptance Test Program (WP 03-1)

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-106 Work Order Administration (WP 10- WC3002)

Duration: N/A

Prerequisites: None

Scope

This training module specifically covers the WIPP procedure covering the process of Work Orders from the originator to the grave. Procedure outlines the process for both Action Requests (ARs) and First Requests (FRs). The course is required for all Engineers and Cognizant Engineers except TRU Waste Program Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state their responsibilities and duties toward an effective Work Authorization Program. This course is in accordance with the Work Order Administration Procedure (WP 10-WC3002).

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-107 WIPP Safety Manual (WP 12-1)

Duration: N/A

Prerequisites: None

Scope

This training module specifically focuses on the WIPP Safety Manual. The procedure outlines required safety considerations needed when performing work, writing procedures, putting together a work package, and writing work instructions. This is a required course for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state their duties and responsibilities as outlined in the WIPP Safety Manual. This course is in accordance with WP 12-1.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-108 Maintenance Operations Instruction Manual (MOIM) (WP 10-2)

Duration: N/A

Prerequisites: None

Scope

This training module specifically targets the Maintenance Operations Instruction Manual to inform personnel of WIPP processes, procedures, and required paperwork in performing routine and non-routine paperwork and processes. This is a required course for all Engineers and Cognizant Engineers except TRU Waste Programs Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state their duties and responsibilities as outlined in the Maintenance Operations Instruction Manual. This course is in accordance with WP 10-2.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-109 As-Built Process and Control (WP 09-CN3003), Component Numbering (WP 09-CN3021), Engineering Document Control & Distribution (WP 09-CN3022), Engineering Transmittal (WP 09-CN3025), Engineering Calculations (WP 09-CN3031)

Duration: N/A

Prerequisites: None

Scope

This training module combines similar Conduct of Operations procedures particularly for the Engineering Department to introduce the Engineer to forms, processes, and procedural steps for processing forms used in course of their daily activities. This is required for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state the duties and responsibilities as outlined in the "As-Built: Process and Control," "Component Numbering," "Engineering Document Control and Distribution," "Engineering Data Transmittal," and "Engineering Calculations" procedures. This course is in accordance with WP 09-CN3003, WP 09-CN3021, WP 09-CN3022, WP 09-CN3025, and WP 09-CN3031 respectively.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-110 CMS Software (WP 09-CN3035)

Duration: N/A

Prerequisites: None

Scope

This training module specifically focuses on the CMS Software and configurations by procedure required for Cognizant Engineers. The process of assigning LPU's to an Engineer for systems, etc. This is a required course for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state the duties and responsibilities as outlined in the CMS Software Configuration procedure. This course is in accordance with WP 09-CN3035.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-111 Design Verification (WP 09- CN3018), Engineering & Design Documentation Preparation & Change Control (WP 09-CN3007)

Duration: N/A

Prerequisites: None

Scope

This training module combines similar Conduct of Operations procedures to inform the Engineer the process(es) required for Engineering Change Proposals (ECPs) and Engineering Change Orders (ECOs). This is a required course for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state their duties and responsibilities as outlined in the "Design Verification" and "Engineering and Design Document Preparation and Change Control" procedures. This course is in accordance with WP 09-CN3018 and WP 09-CN3007 respectively.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-112 Configuration Management Determination (WP 09- CN3034)

Duration: N/A

Prerequisites: None

Scope

This training module covers the Configuration Management Determination Procedure. It provides needed information to the Engineer covering specific detailed guidelines for Configuration Management process at the WIPP. This course is required for all Engineers and Cognizant Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state the duties and responsibilities as outlined in the "Design Classification Determination," "Configuration Management Board/Engineering Change Proposal," and "Configuration Management Determination," procedures. This course is in accordance with WP 09-CN3023, WP 09-CN3024, and WP 09-CN3034 respectively.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

ENG-113 Geotechnical Engineering QA Program (WP 07-1)

Duration: N/A

Prerequisites: None

Scope

This training module covers the Geotechnical Engineering QA Program procedure in the areas of their Quality Assurance Program. The procedure focuses on QA issues for performing and documenting underground operations, calibration, and documentation. This course is required for all Geotechs and Geotech Engineers.

Type: Self-Paced

Objective

Upon completion of this course, the trainee will be able to state the duties and responsibilities as outlined in the WIPP Geotechnical & Geosciences Manual. This course is in accordance with WP 09-CN3035.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80% on an open book examination.

Refresher: None

Class size: N/A

EQP-405 Equipment Tagout/Lockout

Duration: 4 Hours

Prerequisites: None

Scope

The instructor will describe the tagout/lockout procedure.

Type: Classroom

Objective

Upon completion of the course, the student will be able to perform all tagout/lockout activities associated with the tagout/lockout procedure, WP 04-3011.

Mastery of this objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom capacity

EOC-102 Crisis Management Team Training

Duration: N/A

Prerequisites: None

Scope

This lesson module introduces the Emergency Operations Center team member to the WIPP Emergency Management role in mitigating emergency events that could occur at the WIPP site.

Type: Self-paced

Objective

Upon completion of this lesson, the trainee will have the working knowledge to perform as a member of the Emergency Operations Center during an emergency situation.

Mastery of terminal objective will be demonstrated by scoring 80 percent or higher on the lesson examination.

Refresher: Annually

Class size: N/A

FWT-101 Fire Watch Training

Duration: 8 Hours

Prerequisites: None

Scope

This course provides the knowledge and practical skills required to be assigned as a Fire Watch at the WIPP.

Type: Classroom and practical

Objective

Upon completion, the student will demonstrate the required knowledge and capabilities to assume the duties of a Fire Watch.

This will be demonstrated by passing a multiple choice type test with a score 80% and by satisfactorily completing a job performance measure.

Refresher: None

Class size: 20

GET-19X General Employee Training

Duration: 16 Hours

Prerequisites: None

Scope

This course provides all new employees with essential knowledge to perform their job safely and within compliance to all applicable regulations, orders and policies at WIPP.

Type: Classroom lecture

Objective

Upon completion, the trainee will be able to work safely and within compliance of regulations, orders and policies at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent on the course examination.

Refresher: GET Refresher Annually

Class size: Classroom capacity

GET-19XA General Employee Training Refresher

Duration: N/A

Prerequisites: GET19X or GET19XB - General Employee Training (Initial)

Scope

This course provides all WIPP employees with new information related to their job performance and identifies areas of concern so all employees remain safe and comply with all WIPP regulations, orders and policies.

Type: Self-paced

Objective

Upon completion, the trainee will be able to identify changes, concerns, and requirements that may affect you at the WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent on the course examination.

Refresher: Annually

Class size: Classroom capacity

GET-19XB General Employee Training (Self-Paced)

Duration: N/A

Prerequisites: None

Scope

This course provides all new employees with essential knowledge to perform their job safely and within compliance to all applicable regulations, orders and policies at WIPP.

Type: Self-Paced

Objective

Upon completion, the trainee will be able to work safely and within compliance of regulations, orders and policies at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent on the course examination.

Refresher: GET Refresher Annually

Class size: N/A

GET-300 Limited Scope General Employee Training

Duration: 1 Hour

Prerequisites: None

Scope

This course will familiarize visitors with critical safety and access information.

Type:

Video

Objective

Provide required information for safe, unescorted access during normal working hours.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually (See Security)

Class size: N/A

HMT-102 Hazardous Material and Waste Transportation

Duration: 16 Hours

Prerequisites: Managers approval and/or assignment to transportation duties in accordance with Title 49 CFR.

Scope

Instruction meeting 49 CFR Subpart H is provided in an application format. This course covers: awareness, the hazardous materials table, packaging, marking, labeling, placarding, material separation and segregation, special or unique transportation moves, safety and site specific transportation issues.

Type: Classroom lecture with tabletop exercises to evaluate retention and provide reinforcement of previous knowledge.

Objective

Upon completion of this course, the trainee will be able to define, locate, and apply the basic processes required for a routine shipment of hazardous materials and/or waste from the WIPP Site.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80 % on the comprehensive examination using approved reference material.

Refresher: Bi-annually

Class size: 20

HMT-103 Hazardous Materials and Waste Transportation Refresher

Duration: 8 Hours

Prerequisites: HMT-102

Scope

Instruction meeting 49 CFR Subpart H is provided in an application format. This course covers: awareness, the hazardous materials table, packaging, marking, labeling, placarding, material separation and segregation, special or unique transportation moves, safety and site specific transportation issues.

Type: Classroom lecture with tabletop exercises to evaluate retention and provide reinforcement of previous knowledge.

Objective

Upon completion of this course, the trainee will be able to define, locate, and apply the basic processes required for a routine shipment of hazardous materials and/or waste from the WIPP Site.

Mastery of the terminal objective will be demonstrated by scoring a minimum of 80 % on the comprehensive examination using approved reference material.

Refresher: Bi-annually

Class size: 20

HMT-104 DOT Emergency Response Information

Duration: 3 Hours

Prerequisites: None

Scope

This course is designed for CMR operators and Facility Operations personnel involved with providing Emergency Response Information for HAZMAT shipments from the WIPP. Subjects covered are in accordance with D.O.T. regulations for Emergency Response Information 49 CFR 172.600 through 172.604.

Type: Classroom

Objective

Upon completion of this course the trainee will be able to respond to a request for emergency information from off site emergency personnel in the event of an incident with an off site shipment of hazardous material in accordance with 49 CFR 172.600.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

HMT-105 Driver Training

Duration: 8 Hours

Prerequisites: HMT102

Scope

This course provides the student with an understanding of safe operation, use of vehicle controls, loading and unloading, package handling, vehicle maneuvering, and specialized driving/handling concerns of cargo tank transport of hazardous materials.

Type: Classroom

Objective

Upon completion of this course, the student will be able to understand the driver training requirements found in 49 CFR Part 177.816 (HM-F), for those who are involved in the operation of a vehicle transporting hazardous materials.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

HWM-101 Hazardous Waste Management

Duration: 2 Hours

Prerequisites: None

Scope

RCRA, subtitle C, describe the requirements for properly managing hazardous waste. The regulations are codified in Title 40 CFR (Protection of the Environment).

Type: Classroom

Objective

Upon completion of this course, the student will have knowledge of the RCRA training requirements, the evaluation and documentation process.

Mastery of this objective will be demonstrated by scoring 80% or greater on the post course examination.

Refresher: None

Class size: Classroom Capacity

HWM-102 RCRA Records Keeping

Duration: 2 Hours

Prerequisites: None

Scope

- List the WIPP resources governing identification of RCRA records and record keeping requirement.
- State why RCRA records are necessary records retention periods and storage requirements.
- State the responsibilities of WID personnel regarding RCRA records.
- Discuss good and bad examples of RCRA record keeping and the requirements for correcting
- RCRA record entries.
- State the enforcement actions, which can be taken if RCRA records are not properly maintained.

Type: Classroom

Objective

The student will be able to state the RCRA record keeping requirements mandated by WP 15-PR and WP 13-1.

Refresher: None

Class size: N/A

HWR-101 Hazardous Waste Responder

Duration: 24 Hours

Prerequisites

- GET initial training (not GET 300)
- Medical Physical
- SAF-630/631C,D
- HWW101

Scope

The instructor will present updated information needed for personnel who respond to hazardous material and/or hazardous waste emergencies.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to respond to hazardous material emergencies at the WIPP site.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the post course written examination, satisfactory performance on the job performance measure for donning and doffing Level A PPE, and participation as a team in the final practical.

Refresher: HWR101A Annually

Class size: 12

HWR-101A Hazardous Waste Responder, Refresher

Duration: 8 Hours

Prerequisites: HWW-101/101A, HWR101, SAF630/631C,D

Scope

The instructor will refresh students on responding to hazardous material emergencies at the WIPP including mixed waste spills. Course will consist of classroom and field exercises.

Type: Classroom and practical

Objective

Upon completion of this course the student will be able to respond to hazardous material emergencies at the WIPP site.

Mastery of the terminal objective will be demonstrated by satisfactory performance in the JPM for donning and doffing Level B PPE and Level C PPE, and participation as a team in the field practical.

Refresher: Annually

Class size: 18

HWS-101 Hazardous Waste Worker Supervisor

Duration: 8 Hours

Prerequisites: GET initial training (not GET300)

Scope

This course will provide the students with the knowledge necessary to identify factors affecting individual and corporate liability under applicable hazardous waste laws and regulations. Students will be able to state the stages of criminal and civil litigation, identify the types of behavior that leads to criminal prosecution, and identify appropriate actions to ensure compliance with applicable hazardous waste regulations.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform supervisory functions in compliance with policies, procedures, and regulations with regard to hazardous waste management.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: HWS101A Annually

Class size: 15

HWS-101A Hazardous Waste Worker Supervisor, Refresher

Duration: 8 Hours

Prerequisites: HWS-101

Scope

This course will provide students with an update on changes in regulations, procedures, and policies. The course will provide review of HWS101 (Initial) and discussion of Lessons Learned with regard to hazardous waste management.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform supervisory function in compliance with policies procedures, and regulations with regard to hazardous waste management.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually

Class size: 15

HWW-101 Hazardous Waste Worker, Initial

Duration: 24 Hours

Prerequisites: GET initial training (not GET300)

Scope

Provides training in hazardous waste operations associated with site-generated hazardous-waste worker duties. The practical includes various scenarios, including a job performance measure for the use of personal protective equipment.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to perform hazardous waste operations associated with site waste worker duties in accordance with WIPP procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course written examination and satisfactorily performing course Job Performance Measures (JPMs).

Job Performance Measures include donning and removal of "Level D" PPE.

Refresher: HWW102 Annually

Class size: 15

HWW-102 Hazardous Waste Worker, Refresher

Duration: 8 Hours

Prerequisites: HWW101

Scope

Provides refresher training in hazardous waste operations associated with site-generated hazardous-waste worker duties.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform hazardous waste operations associated with site waste worker duties in accordance with WIPP procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performing course job performance measure (JPM).

Job Performance Measures include donning and removal of "Level D" PPE.

Refresher: HWW102 Annually

Class size: 15

ICT-101 Pressure Concepts

Duration: 16 Hours

Prerequisites: None

Scope

The instructor will explain the principles of operation and the concepts of pressure as outlined in vendors manuals and industry standards.

Type: Classroom

Objective

Upon completion of this course, the student will be able to define the terms used for the various types of pressure, perform unit conversions, draw pressure loops for pneumatic and electronic instrument loops, and perform calculations and conversions.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

ICT-102 Temperature Concepts

Duration: 24 Hours

Prerequisites: None

Scope

Provides the principles of operation and the concepts of temperature as outlined in vendors manuals and industry standards.

Type: Classroom

Objectives

Upon completion of this course, the student will be able to explain the principles of operation and the concepts of temperature.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

LLS-001 Loss of Lockout/Tagout

Duration: None

Prerequisites: None

Scope

This is a self-paced course covering loss of lockout/tagout control.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to describe the event and how it can be prevented from happening again.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

LLS-002 Firemain Valve Out of Required Position

Duration: None

Prerequisites: None

Scope

This is a self-paced course covering a Firemain post indicator valve out of the required position.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to describe the event and how it can be prevented from happening again.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

**LLS-003
Vehicle/Pedestrian
Accident at INEL**

Duration: None

Prerequisites: None

Scope

This is a self-paced course concerning the death of a pedestrian at INEL.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to describe the event and how it can be prevented from happening again.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

**LLS-004 Breached
Transuranic Waste Box
at INEL**

Duration: None

Prerequisites: None

Scope

This is a self-paced course covering a breached Transuranic waste box at INEL.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to describe the event and how it can be prevented from happening again.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

**MAN-102 Crane and
Hoist Inspection**

Duration: 16 Hours

Prerequisites: None

Scope

The instructor will identify and discuss in depth the requirements for crane and hoist inspection.

Type: Classroom

Objective

Upon completion of this course, the student will have sufficient knowledge and be able to describe crane and hoist inspections.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: MAN-102A Biannually

Class size: Classroom Capacity

MAN-102A Crane and Hoist Inspection Refresher

Duration: 4 hours

Prerequisites: MAN-102

Scope

The instructor will cover the inspection requirements for forklifts and overhead cranes.

Type: Classroom

Objective

Upon completion of this course the trainee will be able to perform inspection of cranes and forklifts in accordance with the DOE Standard Hoisting and Rigging DOE-STD-1090-96.

Mastery will be demonstrated by scoring 80% or higher on the exam.

Refresher: None

Class size: Room Capacity

MAN-106 Basic Hydraulics

Duration: 4 Hours

Prerequisites: None

Scope

The instructor will discuss the six basic components of hydraulic systems.

Type: Classroom

Objective

Upon completion of this course, the student will be able to draw a simple hydraulic circuit utilizing the common hydraulic schematic symbols, placing the components in their logical sequence.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-108 Bearings

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will discuss the identification and application of plain and anti-friction bearings.

Type: Classroom

Objective

Upon completion of this course, the student will be able to identify the two basic bearing types and describe their function.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-109 Machine Alignment

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will discuss the basic alignment process and the rim and face alignment process.

Type: Classroom and lab

Objective

Upon completion of this course, the student will be able to describe the basic and rim and face alignment processes.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: 5

MAN-110 How to Read Shop Drawings and Blueprints

Duration: 24 Hours

Prerequisites: None

Scope

This course is divided into the following lessons:

- Lesson One - How to Read Shop Drawings: Introduces the student to how to read and describe the kinds of lines and figures used in isometric or perspective drawings.
- Lesson Two - Blueprint Reading: Presents the types of information given on standard blueprints
- Lesson Three - Blueprint Reading Continued: Presents the specific information given on WIPP drawings and blueprints.

Type: Classroom

Objectives

Upon completion of this course, the student will be able to read and describe the information appearing on drawings and blueprints used in the shop environment at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the three course examinations.

Refresher: None

Class size: 10

MAN-111 Thread Tapping

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate the process of hand thread tapping.

Type: Classroom and hands-on if available

Objective

Upon completion of this course, the student will be able to describe the hand thread tapping process.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-112 V Belt Installation and Maintenance

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate the sequence and steps necessary to install V belts.

Type: Classroom and hands-on if available

Objective

Upon completion of this course, the student will be able to describe, in proper sequence, the steps required to install V belts.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: 6

MAN-114 Hand Hacksaw Operation

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate the proper use of the hand hacksaw, including proper blade selection. Types of hand hacksaws, their blades and blade characteristics will be presented.

Type: Classroom and hands-on laboratory

Objective

Upon completion of this course, the student will be able to describe the proper use, including blade selection, of the hand hacksaw.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-115 Soldering Techniques

Duration: 16 Hours

Prerequisites: None

Scope

This course covers the following:

- Day One: Lecture and lab – General Soldering
- Day Two: Lecture and lab - Printed Circuit Board

This course is recommended for all personnel required to solder as part of their work.

Type: Classroom and lab

Objective

Upon completion of this course, the student will be able to correctly solder wires and components using quality techniques and acceptable industrial work standards.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: 5

MAN-116 Twist Drills

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate the proper method of sharpening of twist drills.

Type: Classroom and lab

Objective

Upon completion of this course, the student will be able to grind the angle and clearance on a twist drill per instruction in "Machinery's Handbook: Industrial Press Technology of Machine Tools."

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-117 Use of Mechanical Measure and Test Devices (M&TD)

Duration: 12 Hours

Prerequisites: None

Scope

The instructor will demonstrate the use of mechanical measure and test devices.

Type: Classroom and lab

Objective

Upon completion of this course, the student will be able to explain the use of the mechanical measuring and test equipment used at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: 5

MAN-119 Introduction to Predictive Maintenance

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will present an overview of predictive maintenance concepts and what is involved in implementing such a program.

Type: Classroom

Objective

Upon completion of this course, the student will be able to describe predictive maintenance and programs used to implement it.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-120 Metric Linear Measurement

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate the metric and English measures, their relationship, conversion, and terminology.

Type: Classroom

Objective

Upon completion of this course, the student will be able to describe the numbers involved in the relation of common metric linear measure.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-121 Hand Filing

Duration: 2 Hours

Prerequisites: None

Scope

The instructor will demonstrate filing operation giving specific information about types of finishes and file selection.

Type: Classroom

Objective

Upon completion of this course, the student will be able to describe the filing operation given specific information about the type of file and file selection.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAN-301 Infrared Thermography - Level 1

Duration: 24 Hours

Prerequisites: None

Scope

This course covers the basics of Thermal/Infrared Physics, Operations and Applications. The information in this course will allow the thermographer to produce qualitative reports.

Type: Classroom

Objective

Upon completion of this course, the student will be able to answer general questions addressing the basic principles of the Thermal/Infrared Physics, and address the procedures and techniques involved in performing predictive maintenance inspections on electrical equipment, mechanical equipment, and buildings and roofs.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

MAS-100 Introduction to the Management and Supervisor Training Program

Duration: N/A

Prerequisites: All participants must be WIPP employees and must meet one of the following conditions:

1. Enroll in Mast through a certification card signed by their manager and the Human Resources Manager
2. Be able to show enrollment in an accredited university that will accept MAST for college credits.

Scope

To enable the student to complete the MAST program effectively and efficiently.

Topics covered are:

- Purpose
- Scope
- Document Hierarchy
- Responsibility
- Initial Qualification Requirements
- Examination
- Administrative Review Board
- Module format

Type: Self-paced

Objective

Upon completion of this course, the student will be able to complete the MAST program effectively and efficiently.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-101 Basic Management/ Supervision Concepts

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Recognizing different management style
- Supervising/managing different employee types
- Managing your boss
- Smart moves

Type: Self-paced

Objective

Upon completion of this course, the student will be able to adjust their behavior to effectively supervise/ manage a variety of situations and employee types.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-102 Self-Assessment

Duration: N/A

Prerequisites: MAS-100

Scope

- Identifying and acting upon personal strengths and weaknesses
- Recognizing an individual's impact on others
- Evaluating personal standards and ethics
- Handling stress and preventing burnout

Type: Self-paced

Objective

Upon completion of this course, the student will be able to perform an accurate assessment of personal abilities, ethics and standards.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-103 Leadership

Duration: N/A

Prerequisites: MAS-100

Scope

- Identifying basic leadership functions
- Recognizing basic leadership qualities
- Developing leadership skills
- Recognizing additional leadership responsibilities that WID managers and supervisors must meet

Type: Self-paced

Objective

Upon completion of this course, the student will be able to develop and apply leadership in the workplace.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-104 Responsibility and Authority

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The roles of supervisors and manager
- Responsibility, authority, and accountability
- Delegation
- Definition of job functions
- Ownership

Type: Self-paced

Objective

Upon completion of this course, the student will be able to define his/her responsibilities and authority as a manager or supervisor.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-105 Problem-Solving and Decision-Making

Duration: N/A

Prerequisites: MAS100

Scope

The student will identify good practices for:

- Solving problems
- Creative thinking and innovation
- Making decision in the workplace
- Generating ideas
- Developing an innovative work environment

Type: Self-paced

Objective

Upon completion of this course, the student will be prepared to solve problems and make decisions in an efficient and effective manner.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-106 Communications

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Statement of mission, vision, and values
- Methods of communicating
- Written communications
- Oral communications
- Listening
- Conducting effective meetings
- Non-verbal communication
- Feedback
- Conduct of communication
- Communicating with the public and external groups

Type: Self-paced

Objective

Upon completion of this course, the student will be able to communicate effectively in the workplace.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the written course examination.

Refresher: None

Class size: N/A

MAS-107 Planning

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Developing plans
- Setting goals
- Budgeting resources
- Scheduling plans
- Monitoring implementation

Type: Self-paced

Objective

Upon completion of this course, the student will be able to develop effective plans.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-108 Organizing

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The organizing process
- Different types of organization
- How to manage change
- How to manage projects
- How to build teamwork into an organization
- Group dynamics
- How to manage conflict

Type: Self-paced

Objective

Upon completion of this course, the student will be able to organize work activities efficiently and effectively.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-109 Controlling

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The meaning of control
- Effective and ineffective control
- To establish a control system
- To measure productivity
- To evaluate and reward people
- Control through progressive monitoring

Type: Self-paced

Objective

Upon completion of this course, the student will be able to identify and use managerial control.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-110 Employee Relations

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Promoting professionalism
- Influencing employee behavior
- Motivating employees
- Counseling employees
- Addressing employee concerns
- Conducting performance appraisals
- Interviewing
- Directing employees
- Managing exempt and non-exempt

Type: Self-paced

Objective

Upon completion of this course, the student will be able to apply fair and effective techniques when dealing with employees.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the written course examination.

Refresher: None

Class size: N/A

MAS-111 Personnel Development

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Guiding employee development
- Coaching for optimal performance
- Mentoring
- Career counseling
- Progression groups
- Making promotion decisions
- The job posting system

Type: Self-paced

personnel

Objective

Upon completion of this course, the student will be able to effectively guide the career development of employees.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-112 Administrative Requirements

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Program management systems, corporate relationships with WID and lines of communication
- Corporate and division policies, procedures and instructions
- Hiring, promotion and disciplining policies
- Sexual harassment policies
- Fitness for duty
- Diversity and affirmative action programs
- Employee compensation program
- Obtaining support in legal and ethical matters

Type: Self-paced

Objective

Upon completion of this course, the student will be able to administrate effectively.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-113 Regulatory Organizations and Their Requirements

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The DOE
- The Mine Safety and Health Administration
- The Occupational Safety and Health Administration
- The Environmental Protection Agency
- The Department of Transportation
- The Nuclear Regulatory Commission
- The New Mexico Environment Department
- Environmental evaluation group
- Defense nuclear facilities safety board

Type: Self-paced

Objective

Upon completion of this course, the student will be able to effectively meet the requirements of regulatory and oversight groups.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-114 Quality

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Quality definitions and requirements
- Assessments mechanisms
- Self-assessment
- Graded approach
- Total Quality
- Quality culture change
- Management responsibilities
- Promoting Quality in your organization

Type: Self-paced

Objective

Upon completion of this course, the student will be able to use quality programs to enhance plant safety and reliability and to assist in complying with regulatory requirements, standards, policies and procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-115 Budgeting and Cost Control

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Work breakdown structure
- Out-year budgeting process/program plan
- Cost estimating
- Funding sources (color of money)
- Prime contract

Type: Self-paced

Objective

Upon completion of this course, the student will be able to perform budgeting and cost control in an efficient and effective manner.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-116 Purchasing and Accounting

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The pre-solicitation phase
- The solicitation and award phase
- The post-award phase
- Lessons learned from procurement experience
- Accounting
- Ethical issues

Type: Self-paced

Objective

Upon completion of this course, the student will be able to perform purchasing and accounting tasks in an efficient and effective manner.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-117 Material Control

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Property controls
- Responsibility for property
- Receipt of materials
- Hazardous materials storage
- Disposal of equipment
- Accountability
- Equipment held for future projects
- Property pass
- Borrowing equipment
- Inventory of government property
- Spare parts

Type: Self-paced

Objective

Upon completion of this course, the student will be able to effectively manage and control materials.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-118 Plant Modifications

Duration: N/A

Prerequisites: MAS100

Scope

- Maintenance versus modification
- Configuration management
- Practices for initiating and monitoring a plant modification
- Quality controls
- Construction projects
- Temporary modifications

Type: Self-paced

Objective

Upon completion of this course, the student will be able to monitor the planning and implementation of a facility modification.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-119 Document Control and Storage

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Document types
- Records generation
- Records storage
- Records disposition
- Records coordinators
- Controlled documents
- Configuration control documents

Type: Self-paced

Objective

Upon completion of this course, the student will be able to effectively administer the WID records management program within his/her scope, thus, ensuring that records are properly generated, controlled, stored, and dispositioned.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-120 Maintenance and Work Control

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Ownership
- Using the work control system
- Maintenance policies
- Planning
- Site maintenance capabilities
- Preventive maintenance
- Tool and instrument control
- Maintenance for which no AR is needed

Type: Self-paced

Objective

Upon completion of this course, the student will be able to use the plant maintenance program in an effective and efficient manner.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-121 Conduct of Operations

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Operation organization and administration
- Shift routines and operating practices
- Work area activities
- Communications
- Investigation of abnormal events
- Notifications
- Control of equipment and system status
- Lockouts and tagouts
- Independent verification
- Log keeping
- Operations turnover
- Operations aspects of facility chemistry
- Timely orders to operators
- Required reading
- Operations procedures
- Operator aid posting
- Equipment and piping labeling

Type: Self-paced

Objective

Upon completion of this course, the student will be able to apply conduct of operations principles to his/her area of responsibility.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-122 Plant and Industry Experience

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- The occurrence report processing system
- Other sources of information on plant experience
- Other sources of information on industry experience
- Screening plant and industry experience
- Applying plant and industry experience

Type: Self-paced

Objective

Upon completion of this course, the student will be able to use plant and industry experience to improve plant safety and reliability.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-123 Industrial Safety

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Regulatory requirements
- Safety and accountability
- Manager and supervisor responsibilities
- Landlord responsibilities
- Fire protection
- What you can do to prevent accidents
- Incident reporting requirements
- How to analyze tasks for hazards
- Electrical safety
- Hazardous materials
- Work in high places or confined spaces
- Safety meetings
- Monitoring the safety program

Type: Self-paced

Objective

Upon completion of this course, the student will be able to promote and monitor the industrial safety program at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-124 Radiological Control

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- As Low As Reasonably Achievable (ALARA)
- Responsibilities for radiological control
- Contamination control
- General radiological rules
- Radiation work permits
- Dosimetry
- Potential legal issues
- Shipping and receiving radioactive material

Type: Self-paced

Objective

Upon completion of this course, the student will be able to monitor the plant radiological protection program, and ensure the program's effectiveness in minimizing work exposure to radiation.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-125 Environmental Protection

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Environmental laws and the WIPP
- The WIPP RCRA Permit Application
- Site-generated hazardous waste
- Hazardous materials transportation
- Pollution Prevent/Waste minimization
- Liability
- Smart Move what you can do now

Type: Self-paced

Objective

Upon completion of this course, the trainee will be able to ensure the effectiveness of plant environmental protection program.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the module examination.

Refresher: None

Class size: N/A

MAS-126 Emergency Preparedness

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Emergency plans
- Management response during emergencies
- Emergency response facilities
- Support from external organizations
- Emergency communications systems
- Emergency response personnel
- Planning your response
- Plant response during emergencies
- Communications with the public and the media
- In-town WIPP facilities

Type: Self-paced

Objective

Upon completion of this course, the student will be able to effectively support the WID plans for emergency preparedness.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-127 Plant Security

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

The protective force

Access control

Property control

Information security

Reporting

Demonstrators

Type: Self-paced

Objective

Upon completion of this course, the student will be able to support the WID security program.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-128 Interfacing with External Organizations and the Public

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Media relations
- Interfacing with the public
- Freedom of Information Act requests
- Conduct of audits

Type: Self-paced

Objective

Upon completion of this course, the student will be able to communicate effectively with external organizations and the public.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-129 Training and Qualification of Personnel

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

- Why personnel should be trained
- Training services
- Formal and informal training
- Determining training needs and requesting training
- What training cannot do
- Vendor supplied training
- Subcontractor training
- Training coordination
- Transfer of training

Type: Self-paced

Objective

Upon completion of this course, the student will be able to initiate and monitor training and qualification activities.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MAS-130 Waste Management

Duration: N/A

Prerequisites: MAS100

Scope

Topics included are:

The origins of TRU waste
TRU waste generator and storage sites
Retrieval and characterization
Certification and transportation
Waste handling and emplacement

Type: Self-paced

Objective

Upon completion of this course, the student will be able to explain basic TRU waste management activities and issues.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

MED-101 First Aid and CPR

Duration: 12 Hours

Prerequisites: None

Scope

The instructor will provide Basic First Aid training including one-rescuer adult CPR(Heartsaver) and the treatment for airway obstruction.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to administer basic first aid and one-rescuer CPR in accordance with the National Safety Council and American Heart Association guidelines.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: MED101A Annually

Class size: 12

MED-101A First Aid and CPR Refresher

Duration: 8 Hours

Prerequisites: MED101

Scope

The instructor will provide refresher training in one- rescuer CPR and basic first aid techniques.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to administer basic first aid and one-rescuer CPR according to National Safety Council and American Heart Association guidelines.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annually

Class size: 12

MED-201 Advanced First Aid

Duration: 16 Hours

Prerequisites: MED101 or equivalent

Scope

The instructor will provide CPR training for rescuers including one-rescuer, two-rescuer, child, and infant. Students will be trained in advanced first aid including airway adjuncts and hands-on practice with site-specific medical equipment.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to administer advanced first aid and basic life support (BLS) CPR in accordance with American Heart Association and the National Safety Council guidelines.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and participation in all classroom practical sessions.

Refresher: Annually

Class size: 12

MTE-101 Fluke 33 True RMS Clamp Meter

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician with the knowledge and skills to operate the Fluke 33 to support maintenance functions.

Type: Self-Paced

Objective

Given a FLUKE 33 True RMS Ammeter, configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the written exam and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-102 Vidar Vacuum Tester

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the Vidar Vacuum Tester.

Objective

Given a Vidar Vacuum Tester, configure and connect the tester to conduct a test on a vacuum circuit breaker and read and interpret the indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the laboratory evaluation.

Refresher: None

Class size: N/A

MTE-104 Digital Low Resistance Ohmmeter

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the DLRO.

Type: Self-Paced

Objective

Given a Digital Low Resistance Ohmmeter (DLRO), configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the laboratory evaluation.

Refresher: None

Class size: N/A

MTE-107 Siemens PTS-4 Portable Test Set

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the knowledges and skills to perform maintenance functions using the Siemens PTS-4 Portable Test Set.

Type: Self-Paced

Objective

Given a Siemens PTS-4 Portable Test Set, configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the lesson examination and successful completion of the Laboratory Examination.

Refresher: N/A

Class size: N/A

MTE-109 Thermacal 18B Calibration Cool/Heat Source

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the Thermacal 18B Calibration Cool/Heat Source.

Type: Self-Paced

Objective

Given a Thermacal 18B Calibration Cool/Heat Source, configure and connect to provide a temperature standard for calibration of a temperature sensor. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-110 Multi-Amp SR-76A Universal Protective Relay Test Set

Duration: 8 Hours

Prerequisite: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the SR-76A Protective Relay Test Set.

Type: Self-Paced

Objective

Given a Multi-Amp SR-76A Universal Protective Relay Test Set, configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-115 Dwyer Microtector Gage

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the Microtector Gage.

Type: Self-Paced

Objective

Given a Dwyer Microtector Gage, configure, connect, read, interpret, and record the pressure indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-120 Shortridge AirData Multimeter ADM-870

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the AirData Multimeter.

Type: Self-Paced

Objective

Given a AirData Multimeter (ADM-870), configure, connect, read, interpret, and record the velocity, differential pressure, static pressure, absolute pressure, temperature, and air flow indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-122 Tektronix Model 1502 Time Domain Reflectometer

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges to perform maintenance functions using the Tektronix Reflectometer.

Type: Self-Paced

Objective

Given a Tektronix Model 1502 Time Domain Reflectometer, configure, connect, read, and interpret the indications for locating a discontinuity in a cable. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-129 W&T Series 65-120 Portable Pneumatic Calibrator

Duration: 8 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges necessary to perform maintenance functions using the 65-120 Portable Pneumatic Calibrator.

Type: Self-Paced

Objective

Given an Wallace and Tiernan (W&T) Series 65-120 Portable Pneumatic Calibrator, configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

MTE-131 SR-90 Multi-Amp Universal Protective Relay Test Set

Duration: 16 Hours

Prerequisites: None

Scope

This self-paced module will provide the Maintenance Technician the skills and knowledges necessary to perform maintenance functions using the SR-90.

Type: Self-Paced

Objective

Given a Multi-Amp SR-90 Universal Protective Relay Test Set, configure, connect, read, interpret, and record the indications. Mastery will be demonstrated by scoring 80% or higher on the written examination and successful completion of the Laboratory Evaluation.

Refresher: None

Class size: N/A

NEP-101 National Environmental Policy Act Review

Duration: N/A

Prerequisites: None

Scope

This computer based training course allows the individual to control the pace the material is presented. The course provides an overview of the policy and the impact on the WIPP. Included in the course is an example of the Environmental Review form used at the WIPP.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to describe the NEPA process including preparation of an Environmental Review form.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

OFF-1209 FranklinCovey – Proofreading and Editing (P&E)

Duration: 8 Hours

Prerequisites: OFF1421

Scope: This one-day workshop emphasizes effective use of proofreading techniques, editing for organization, emphasis and readability, and recognizing factors that increase or decrease a document's quality.

Type: Classroom

Refresher: None

Class size: Room capacity with a class minimum of 12

OFF-1391 FranklinCovey – What Matters Most

Duration: 8 Hours

Prerequisites: None

Scope

This eight hour seminar teaches the skills and provides the tools to help you balance the demands on your time, focus on your priorities, and accomplish the things that matter most.

Type: Classroom

Refresher: None

Class size: 20

**OFF-1421 FranklinCovey
– Writing Advantage**

Duration: 8 or 16 Hours

Prerequisites: None

Scope

This eight or sixteen hour course delivers some of the knowledge and skills that can help us provide effective customer service. This workshop can help employees produce more readable and effective documents; improve productivity by writing quickly and easily; and enhance communications within the organization.

Type: Classroom

Refresher: None

Class size: Classroom Capacity

**OFF-1444 FranklinCovey
– The Seven Habits of
Highly Effective People**

Duration: 24 Hours

Prerequisites: None

Scope

Spend three days making dynamic changes in your life and the life of your organization. The Seven Habits Workshop based on the New York Times Bestseller, The Seven Habits of Highly Effective People by Stephen R. Covey, teaches you how to embrace the principles of effective living that brings true success and enduring happiness to you and your organization.

Type: Classroom

Class size: 24

**OFF-1445 FranklinCovey
– 4 Roles of Leadership
Workshop**

Duration: 24 Hours

Prerequisites: None

Peworkk

Recommend attending Seven Habits of Highly Effective People (OFF-1444)

Scope

It is not “business as usual” anymore. Change has become a permanent part of the business and cultural landscape affecting everyone within an organization. The 4 Roles of Leadership workshop focuses on attaining long-term, sustainable results in the face of a constantly changing environment.

Type: Classroom

Class size: 24

OFF-1521 FranklinCovey – Planning for Results

Duration: 8 or 16 hours

Prerequisites: None

Scope

This 8 or 16 hour seminar is a non-technical course of project management. Learn the latest techniques for successfully managing projects through visualizing, planning, implementing, and evaluating each project. You will increase your effectiveness not only on the job but in other areas of your life.

Type: Classroom

Class size: 18

OPS-110 Occurrence Reporting for FR/FM/FSM

Duration: N/A

Prerequisites: Assigned Facility Manager/Facility Manager Designee/Facility Shift Manager

Scope

To describe the method of reporting occurrences related to the Facility Representative/Facility Representative Designee, Facility Manager/Facility Manager Designee and Facility Shift Manager.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to identify and categorize WIPP occurrences in accordance with WP 12-ES3918 (Reporting Occurrences) in Accordance with DOE Order 232.1.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class sizea: Classroom Capacity

OPS-115 Conduct of Shift Operations

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will describe how shift operation will be conducted at the site.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform their job in accordance with WP 04-CO, "Conduct of Shift Operations."

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

OPS-120 Occurrence Reporting for Facility Manager Refresher

Duration: 4 Hours

Prerequisites: OPS110

Scope

Refresher for requirements related to reporting occurrences at WIPP by Facility Managers and their designees.

Type: Classroom

Objective

Upon completion of this course, the student will be able to identify and categorize WIPP occurrences in accordance with WP 12-3918 "Reporting Occurrences in Accordance with DOE Order 232.1."

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

OPS-121 Conduct of Maintenance - Craft

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will describe how to comply with good operating practices as outlined in DOE Orders and the Westinghouse GOCO Manual.

Type: Classroom

Objective

Upon completion of this course, the student will be able to do their job in compliance with Good Operating Practices as outlined in DOE Order 5480.19 (Conduct of Operations), 4330.413 (Conduct of Maintenance) and the Westinghouse GOCO Conduct of Maintenance Manual.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

OPS-122 WIPP Technical Safety Requirements Self-Study Examination

Duration: N/A

Prerequisites: None

Scope

The course is designed to help the trainee become more familiar with the Technical Safety Requirements.

Type: Self-paced

Objective

Upon completion of this course, the trainee will be more familiar with the WIPP Technical Safety Requirements (TSR).

Satisfactory completion will be demonstrated by scoring at least 80% on a self-paced open-book examination.

Refresher: None

Class size: N/A

OSH-130 Occupational Safety and Health Standards for the Construction Industry

Duration: 40 Hours

Prerequisites: None

Scope

This course is designed for private sector personnel covering the Occupational Safety and Health Administration (OSHA) policies, procedures, and standards as well as construction safety and health principals.

Type: Classroom

Objective

Upon successful completion of this course, the student shall be able to locate and apply the correct OSHA standards as they pertain to 29 CFR 1926.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the open book course examination

After completion, each student shall receive an OSHA Construction Safety and Health 30 hours course completion card.

Refresher: None

Class Size: Classroom Capacity

PAT-101 Procedure Awareness Training

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will present an overview of procedures as a management control system and introduces some basic principles and human factors aspects of written instructions.

Type: Classroom

Objective

Upon completion of this course, the student will have an increased "awareness" of the usefulness of procedures as a system to aid in the safe and effective management of a facility, and of the basic steps of the procedure preparation process. Students will learn to recognize desirable and undesirable characteristics of written instructions, and develop an appreciation of the complexity of the procedural compliance.

Students will perform simplified task analysis and demonstrate use of an editorial checklist based on the requirements of WP 15-PS.2.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class Size: 12

PDI-101 Procedure Guidelines

Duration: N/A

Prerequisites: None

Scope

This self-paced module describes the management philosophy and all activities relating WID procedure development, review, revisions, and approval.

Type: Self-Paced

Objective

Upon completion of this lesson, the student will be able to state management philosophy, and actions required when initiating, reviewing, revising, and/or approving Westinghouse Waste Isolation (WID) procedures.

Mastery will be demonstrated by scoring 80% or higher on the open book examination.

Refresher: None

Class size: N/A

PRC-105 Conduct of Engineering

Duration: 4 Hours

Prerequisites: None

Scope

The instructor will present an overview of the Engineering department and its operation.

Type: Classroom

Objective

Upon completion of this course, the student will be able to describe the duties and responsibilities of the Engineering department from both a departmental and a cognizant engineer view.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

PRT-103 Print Reading

Duration: 24 Hours

Prerequisites: None

Scope

The instructor will demonstrate how to read mechanical, electrical, and Instrument and Control (I&C) prints.

Type: Classroom

Objective

Upon completion of this course, the student will be able to read electrical one-line diagrams, electrical schematics, wiring diagrams, Print and Instrument Diagrams (P&IDs), logic diagrams, and loop drawings.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: 10

QAP-102 Quality Assurance Program

Duration: N/A

Prerequisites: None

Scope

Topics are Quality Assurance:

- Responsibility
- Requirements Governing Personnel Qualifications and Training.
- Improvement Process.
- Requirements Governing Documents.
- Governing Records.
- Governing Work Processes.
- Governing Design.
- Governing Procurement.
- Governing Inspection and Testing.
- Requirement Governing Measuring, Testing, and Data Collection Equipment.
- Assessment Requirements

Objectives

The trainee will be able to explain the purpose of the Quality Assurance Program.

Mastery of the terminal objective will be demonstrated by scoring 80% percent or higher on the self-passed examination.

Refresher: None

Class Size: N/A

RAD-101 Radiological Worker I

Duration: 16 Hours

Prerequisites: Permission of Radiological Control Manager

Scope

The instructor will present radiological theory and practical information necessary to allow unescorted entry into a Controlled Area, Radioactive Materials Area, radiological Buffer Area, and Radiation Areas as required by the DOE Radiological Control Manual (DOE-EH-0256T).

Type: Classroom and practical

Objective

Upon completion of this course, the student will have the knowledge to work safely in areas controlled for radiological purposes.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual RAD-102 Thereafter

Class size: 15

RAD-102 Radiological Worker I Retraining

Duration: 16 Hours

Prerequisites

Permission of Radiological Control Manager.
Currently trained as Radiological Worker I.

Scope

The instructor will present programmatic changes and selected industry events.

Type: Classroom and practical

Objective

Upon completion of this course, the student will have the knowledge to work safely in areas controlled for radiological purposes.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual

Class Size: 15

RAD-104 Radiological Worker I Specific Training

Duration: 8 Hours

Prerequisites

Current Radiological Workers I qualifications at another DOE facility within last 2 years.

Permission of Radiological Control Manager.

Scope

The instructor will present WIPP site-specific information.

Type: Classroom and practical

Objective

Upon completion of this course, the student will have the knowledge to work safely in areas controlled for radiological purposes.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual RAD-102 Thereafter

Class Size: 15

RAD-201 Radiological Worker II, Initial

Duration: 24 Hours

Prerequisites: Permission of Radiological Control Manager

Scope

The instructor will present an intensive course intended for the radiological workers whose job assignments involve unescorted entry into a Controlled Area, Radiological Buffer Entry Area, Radioactive Material Area and Radiation Area. High and Very High Radiation Areas, Contamination Areas, High Contamination Areas and Airborne Radioactivity Areas.

Type:

Classroom and practical

Objective

Demonstrate the ability to work safely in radiologically controlled areas, use ALARA techniques in accordance with WIPP Radiation Safety Procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual RAD-202 Thereafter

Class size: 12

RAD-202 Radiological Worker II Retraining

Duration: 16 Hours

Prerequisites

Permission of Radiological Control Manager.
Currently trained as Radiological Worker II

Scope

The student will present programmatic changes and selected industry events.

Type: Classroom and practical

Objective

Demonstrate the ability to work safely in radiologically controlled area, use ALARA techniques in accordance with WIPP Radioactivity Procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual

Class Size: 12

RAD-204 Radiological Worker II Site Specific Training

Duration: 8 Hours

Prerequisites

Current Radiological Worker II qualification at another DOE facility within the last two years.
Permission of Radiological Controls Manager

Scope

Instructor will present WIPP site specific information.

Type: Classroom and practical

Objective

Demonstrate the ability to work safely in radiologically controlled areas, use ALARA techniques in accordance with WIPP Radiation Safety Procedures.

Mastery of the terminal objectives will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annual RAD-202 Thereafter

Class Size: 12

RIG-001 Incidental Rigger

Duration: 16 Hours

Prerequisites: None

Scope

The instructor will present types of rigging, how to size up the load to be lifted, and mechanical lifting devices.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform incidental rigger duties in compliance with DOE Hoisting and Rigging Standard 1090-96.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

SAA-101 Satellite Accumulation Area Custodian

Duration: N/A

Prerequisites: Designated as SAA Custodian

Scope

Provides instruction to perform the duties of Satellite Accumulation Area Custodian.

Type: Self-Paced

Objective

Upon completion of this lesson, the student will be able to perform the duties of a Satellite Accumulation area Custodian in accordance with WP 02-RC.01 Non-Radioactive Hazardous Waste Management Plan, and 40 CFR 262.34.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or better on the close book examination.

Refresher: None

Class Size: N/A

SAF-101 Hearing Conservation

Duration: N/A

Prerequisites: None

Scope

This course describes the WID hearing Conservation efforts, the potential effects of noise and how to use the types of hearing protection at WIPP.

Type: Self-paced

Objective

Upon completion of this course, the student will describe the components of the WID Hearing Conservation Program and types of hearing protection at WIPP.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the closed book course examination.

Refresher: None

Class Size: N/A

SAF-105 Temperature Extremes

Duration: N/A

Prerequisites: None

Scope

Provides employee working in various environmental conditions with training on temperature related occupational conditions and illnesses.

Type: Self-Paced

Objective

This course enables the trainee to identify conditions, effects, and prevention methods involving work-related temperature extremes.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on an open book module examination.

Refresher: None

Class size: N/A

SAF-106 WIPP Safety Analysis Report

Duration: N/A

Prerequisites: None

Scope

The student will learn the purpose and content of the WIPP Safety Analysis Report.

Type: Self-paced

Objective

Upon completion the student will be able to state the purpose and content of the WIPP Safety Analysis Report.

Mastery demonstrated by scoring 80% of higher on the course examination.

Refresher: None

Class size: N/A

SAF-107 Job Hazard Analysis

Duration: 2 Hours

Prerequisites: None

Scope

This lesson is designed around the National Safety Council's "Job Safety Analysis" (JSA) video program. It is designed to instruct the trainee in hazard recognition and awareness as a job task author of work instructions.

Type: Classroom

Objective

Upon completion of this course the trainee will be able to identify, plan, and evaluate job hazards in writing work instructions.

Mastery of the terminal objective shall be demonstrated by scoring an 80% or higher on the written examination.

Refresher: None

Class size: N/A

SAF-108 RCRA Permit Screening

Duration: N/A

Prerequisites: None

Scope

Topics included are:

The RCRA permit
RCRA Permit Modifications
Change Control Processes
Permit Screening and Modification
Process
RCRA Permit Screening Tools

Type: Self-Paced

Objective

Upon completion of this module, the trainees will be able to effectively implement the Resource Conservation and Recovery Act (RCRA) Permit Screening process to evaluate proposed changes, to determine if they result in a RCRA Permit Modification, and implement the process to initiate a RCRA Permit Modification in accordance with 20 NMAC 4.1 Subpart IX 270.42.

Mastery of the terminal objective will be demonstrated by successfully achieving an 80% or higher on the RCRA Permit Screening Module open-book examination.

Refresher: None

Class size: N/A

SAF-111 WID Workplace Substance Abuse Plan

Duration: 2 hours

Prerequisites: None

Scope

The purpose of this lesson is to familiarize the general employee with the WID Workplace Substance Abuse Plan (WP 15-HS.04) and the requirements contained in 10 CFR 707 "Workplace Substance Abuse Programs at DOE sites."

Type: Classroom

Objective

Upon completion of this course, the general employee will be able to perform Job functions in compliance with policies, procedures, and regulations with regard to the WID Workplace Substance Abuse Plan.

Refresher: None

Class size: Classroom capacity

SAF-112 Hydrogen Sulfide

Duration: 2 hours

Prerequisites: None

Scope

The purpose of this lesson is to familiarize the general employee with the possibility of encountering hydrogen sulfide and the protective actions to take.

Type: Classroom

Objective

Upon completion of this course, the general employee will have knowledge of the physical properties of hydrogen sulfide and what actions to take to properly protect yourself and others per the Occupational Safety and Health Administration (OSHA) information.

Refresher: None

Class size: Classroom capacity

SAF-501 Mine Safety - Inexperienced Miner Training

Duration: 40 Hours

Prerequisites: None (Steel-toed shoes/boots required for underground tour)

Scope

The instructor will present the required information to allow unescorted underground access.

Type: Classroom and underground tour including hands-on training of ground control.

Objective

Fulfill all requirements of 30 CFR Part 48 for underground access.

Mastery of the terminal objective will be demonstrated by satisfactory performance on all practical sessions and by averaging 80 percent or higher on the daily exams with no score less than 70 percent.

Refresher: SAF502 Annually

Class size: 15

SAF-502 Mine Safety - Experienced Miner Refresher Training

Duration: 8 Hours

Prerequisites: SAF501

Scope

The instructor will update personnel of any change or modification in the underground.

Type: Classroom

Objective

Fulfill requirements of 30 CFR Part 48 for annual experienced miner refresher training.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually

Class size: Classroom Capacity

SAF-502A Newly Employed Experienced Miner

Duration: 8 Hours

Prerequisites: 5000-23 form (MSHA) from previous mine

Scope

This lesson introduces the experienced miner to the WIPP underground.

Type: Classroom

Objective

Upon completion of this course, the student will meet the requirements of 30 CFR Part 48.6.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: SAF502 Annually

Class size: Classroom Capacity

SAF-502B Hazard Training (Underground)

Duration: 8 Hours

Prerequisites: None

Scope

This lesson is for delivery personnel, equipment manufacturers, vendors, interns, students etc., who will be accessing the WIPP underground for more than 5 days per year. An escort is required.

Type: Classroom

Objective

Upon completion of this course the student will meet the requirements of 30 CFR Part 48.11.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually or SAF501

Class size: Classroom Capacity

SAF-504 CPR - Basic Life Support

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will provide basic life support training in accordance with standards set forth by the American Heart Association.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to administer basic life support for adults, pediatrics and infants.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and satisfactory performance on the practical examination.

Refresher: Annually

Class size: 12

SAF-513 Ground Control and Hazard Recognition

Duration: 4 Hours

Prerequisites: None (Steel-toed shoes/boots required for underground tour)

Scope

The instructor will provide training to properly select and use scaling tools. A tour of the underground is required to identify different types of ground conditions.

Type: Classroom and underground practical

Objective

Upon completion of this course, the student will be able to list or identify: Bad ground conditions (i.e., drummy back, sloughing, spalling, cracking, and separations) Requirements of WP 04-AU1007 Ground Control Procedure Requirements of CFR-30 57.3000 - Ground Control Proper tools and methods of scaling

Mastery of the terminal objective will be demonstrated by successful completion of the practical sessions.

Refresher: None

Class size: 15

SAF-515 Confined Space/Heated Environment

Duration: 12 Hours

Prerequisites

GET initial training (not GET300)

Medical physical

SAF630/631 C,D

Current OPS-08 qual card

PPE-002

Scope

The instructor will present hazards, personal protective equipment requirements, emergency action, and compliance with regulatory and WIPP procedures involving confined space/heated environment. Students will learn emergency retrieval techniques for removal of personnel from confined spaces. Students will enter a simulated confined space using Personal Protective Equipment (PPE).

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to state the requirements for entry into confined spaces, identify hazards which may exist, provide proper monitoring of the environmental conditions of spaces, and provide proper emergency response actions involving employees in distress.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: SAF515A Annually

Class sizes: 12

SAF-515A Confined Space/Heated Environment Refresher

Duration: 4 Hours

Prerequisites

SAF-515

SAF-630

SAF-631C,D

Current OPS-08 qual card

PPE-002

Scope

The instructor will present hazards, personal protective equipment requirements, emergency action, and compliance with regulatory and WIPP procedures involving confined space/heated environment. The course will also review several confined space fatalities lessons learned.

Type: Classroom

Objective

Upon completion of this course, the student will be able to describe the WIPP's Confined Space Program.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually

Class size: Classroom Capacity

SAF-619 Compressed Gas Cylinder Safety

Duration: 4 Hours

Prerequisites: None

Scope

The instructor will demonstrate how to safely handle, transport, and inspect cylinders.

Type: Classroom

Objective

Upon completion of this course, the student will be able to safely use compressed gas cylinders in accordance with approved industry standards.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

SAF-630 Respiratory Protection

Duration: 4 Hours

Prerequisites

GET initial training (not GET300)

Medical Physical

Pulmonary Function Test

Completed Medical Verification Form

Scope

The instructor will provide training on the hazards, protective measures, and regulatory requirements for obtaining and using an atmosphere supplying respirator and air purifying respirators.

Type: Classroom and practical

Objective

Upon completion of this course, the student will demonstrate a knowledge of the WIPP Respiratory Protection Program; respiratory health hazards; and types of respiratory protection devices, their proper use and limitations

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually

Class size: 12

SAF-631 Respiratory Protection Practical

Duration: 2 Hours

Prerequisites

GET initial training (not GET300)

Physical Exam

Pulmonary Function Test

Completed Respiratory Protection Program

Verification Form

Scope

The instructor will provide training on the inspection, donning, and removal of specified respiratory devices will be demonstrated.

Type: Practical

Objectives

The student will inspect, don, operate, and remove the device in accordance with established procedures.

Mastery of the terminal objective will be satisfactory performance on the Job Performance Measure (JPM).

Refresher: Annually

Class size: 12

SAF-632 Office Warden Training

Duration: 2 Hours

Prerequisites

Office Warden status

Scope

The instructor will state the responsibilities and duties of an office warden.

Type: Classroom

Objectives

Upon completion of this course, the student will be able to state the responsibilities and duties of the office warden in accordance with established guidelines, policies, and applicable regulations.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Annually

Class size: Room capacity

**SAF-634 Unreviewed
Safety Question
Determination**

Duration: 8 Hours

Prerequisites: None

Scope

Determining and documenting
Unreviewed Safety Questions in
accordance with WIPP procedure WP
02-AR3001.

Type: Classroom

Objectives

Upon completion of this course, the
student will be familiar with performing
Unreviewed Safety Questions
Determination, in accordance with
WIPP procedure WP 02-AR3001.

Mastery of the terminal objective will be
demonstrated by scoring 80 percent or
higher on the course examination.

Refresher

SAF634A Annually

Class size

Room capacity

**SAF-634A Unreviewed
Safety Question
Determination Refresher**

Duration: N/A

Prerequisites: SAF-634

Scope

Provides refresher training for
unreviewed safety questions.

Type: Self-Paced

Objective

This course provides refresher training
for those persons involved with and
needing Unreviewed Safety Question
(USQ) training. The course presents
resolving USQ questions using the latest
revision of WP 12-AR3001.

Mastery of the terminal objective will be
demonstrated by scoring 80 percent or
higher on a 10-question closed book
examination.

Refresher: Annually

Class Size: N/A

**SAF-641 Fall Prevention
- Elevated Work
Surfaces and Ladder
Safety**

Duration: 1 Hour

Prerequisites: None

Scope

The instructor will provide students with
the principles of safe work practices for
elevated work surfaces and ladder use.

The material is presented in two 21-
minute videos, one for elevated work
surfaces, the other for ladder safety.
Viewing of both videos is followed by
an examination.

Type: Self-paced with videos

Objective

Upon completion of this self-paced
training course, the student will be able
to identify the principles of safe work
practices for elevated work surfaces and
ladder use.

Mastery of the terminal objective will be
demonstrated by scoring 80 percent or
higher on the course examination.

Refresher: None

Class size: N/A

SAF-645 RCRA Emergency Coordinator WIPP Contingency Plan Procedure

Duration: N/A

Prerequisites: None

Scope
This self-paced lesson uses the WIPP Contingency Plan Procedure as the student material. The examination is based on the enabling objectives given to the student.

Type: Self-paced

Objective
Upon completion of the course the student will have be able to the perform the duties and responsibilities of the RCRA Emergency Coordinator in accordance with the WIPP Contingency Plan.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on a closed book examination.

Refresher: None

Class Size: N/A

SAF-645A RCRA Emergency Coordinator Update Training

Duration: N/A

Prerequisites: None

Scope
This course updated information to the WIPP Contingency Plan and implementation information.

Type: Classroom

Objective
Upon completion of this course, the student will be able to perform RCRA Emergency Coordinator duties in accordance with RCRA Contingency Plan.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination and participation in the tabletop exercises presented during the class.

Refresher: None

Class Size: N/A

SAR-101 SARA Title III Tier Inventory Reporting

Duration: N/A

Prerequisites: None

Scope
This lesson covers SARA Title III Requirements for stored hazardous materials.

Type: Self-paced

Objective
Upon completion of this course, the student will be able to identify hazardous material used or stored in their work area.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

SAR-101A Hazardous Material Area Representative Refresher Training Module

Duration: N/A

Prerequisites: SAR-101

Scope

Topics are

Hazardous Material Area Representative
Material safety Data Sheets
Report Terminology
Enforcement Provisions

Type: Self-paced

Objectives

The student will have a knowledge of Hazardous Material Area Representatives function and responsibilities and be able to perform their duties in compliance with applicable policies, plans, procedures, and regulations.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on the self-paced training module examination.

Refresher: None

Class Size: N/A

STC-001 Electrical System Training Course

Duration: N/A

Prerequisites: None

Scope

Overview of the electrical distribution system. Description of the flowpath of electrical power from the Southwestern Public Service (SPS) supply to the 480V motor control centers and panelboards.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to explain the operation of the electrical distribution equipment and components including the policies and safety requirements for working on or around electrical components.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

STC-002 Underground Ventilation

Duration: N/A

Prerequisites: None

Scope

This course provides new operators, maintenance technicians, and technical support personnel with a general overview of the underground ventilation system.

Type: Self-Paced

Objective

Upon completion of this course, the student will be able to describe the layout and operation of the underground ventilation system.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

STC-003 Waste Handling Equipment

Duration: N/A

Prerequisites: None

Scope

This course provides new operators, maintenance technicians, and technical support personnel with a general overview of the Waste Handling Equipment.

Type: Self Paced

Objective

Upon completion of this module, the trainee will be able to explain the purpose of the WIPP Waste Handling Equipment. The major components, general operating principles, safety precautions, and relationships to other WIPP systems.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or greater on the module open-book examination.

Refresher: None

Class size: N/A

STC-009 Fire Protection System

Duration: N/A

Prerequisites: None

Scope

This Systems Training Course is a self-paced training module providing operators, technical support staff personnel, technicians and maintenance personnel general WIPP systems entry-level training.

Type: Self-Paced

Objective

Upon completion of this module, the trainee will be able to explain the WIPP Fire Protection System purpose, subsystems, general operation, major components, interfaces with other WIPP systems, general maintenance actions, and safety considerations.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the module open book examination.

Refresher: None

Class size: N/A

STC-011 Compressed Air Systems

Duration: N/A

Prerequisites: None

Scope

This Systems Training Course is a self-paced training module providing operators, technical support staff personnel, technicians and maintenance personnel general WIPP systems entry level training.

Type: Self-Paced

Objective

Upon completion of this module, the trainee will be able to explain the WIPP Compressed Air System purpose, general description, major components, and relationships to other WIPP systems.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or greater on the module open book examination.

Refresher: None

Class size: N/A

STC-014 Central Monitoring Systems

Duration: N/A

Prerequisites: None

Scope

This Systems Training Course is a self-paced training module providing operators, technical support staff personnel, technicians and maintenance personnel general WIPP systems entry level training.

Type: Self-Paced

Objective

Upon completion of this module, the trainee will be able to explain the WIPP Central Monitoring System purpose, general description, major components, and relationships to other WIPP systems in accordance with the System Design Description (SDD).

Mastery of the terminal objective will be demonstrated by scoring 80 percent or greater on the module open-book examination.

Refresher: None

Class size: N/A

STC-019 Plant Vacuum System

Duration: N/A

Prerequisites: None

Scope

This Systems Training Course is a self-paced training module providing operators, technical support staff personnel, technicians and maintenance personnel general WIPP systems entry level training.

Type: Self-Paced

Objective

Upon completion of this module, the trainee will be able to explain the WIPP Plant Vacuum System purpose, general description, major components, and relationships to other WIPP systems in accordance with the System Design Description (SDD).

Mastery of the terminal objective will be demonstrated by scoring 80 percent or greater on the module open-book examination.

Refresher: None

Class size: N/A

STR-101 Systematic Tracking and Action Reporting

Duration: N/A

Prerequisites: Management approval and VAX user account

Scope

General overview of the STAR system and guidance to manage commitments within each department.

Type: Self-paced

Objective

Upon completion of this course, the trainee will be able to state the purpose, scope, and responsibility of the STAR necessary to provide guidance and act as the designated focal point for use of the STAR within the trainee's department, as set forth in WP 15-080, Systematic Tracking and Action Reporting.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A

TRG-292 Occasional Trainer Refresher

Duration: 4 Hours

Prerequisites: Qualified as Level II or III Instructor at WIPP

Scope

The instructor will present new methods, techniques and approaches to training. The information presented enables qualified instructors to maintain a high level of quality in their instructional skills and methods.

Type: Classroom

Objective

The objective for the course is dependent on the material that is being covered in the refresher for each 6 month period.

Refresher: Every 6 months

Class size: Classroom Capacity

TRG-293-Subject Matter Expert/On-The-Job Training

Duration: 4 Hours

Prerequisites: Manager approval

Scope

The instructor will provide the training skills and knowledge necessary to perform the role of Subject Matter Expert (SME)/On-the-Job Trainer (OJT).

The course fulfills one of the requirements necessary to become a SME/OJT Trainer (Level I Instructor).

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform the instructional duties of a Level I Instructor (SME/OJT Trainer) in compliance with WIPP training policies.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: TRG 298 Biannually

Class size: Classroom Capacity

TRG-294 Abbreviated Occasional Trainer

Duration: 4 Hours

Prerequisites: Technical Training Manager approval

Scope

This course provides personnel who have previous instructional experience with WIPP-specific skills and knowledge necessary to achieve Level II Instructor Certification.

Type: Classroom

Objective

Upon completion of this course, the student will be able to develop, conduct, and document formal classroom training in compliance with current WIPP training policies.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: TRG292 every 6 months

Class size: Classroom Capacity

TRG-296 Root Cause Analysis

Duration: 8 Hours

Prerequisites: None

Scope

The instructor will provide personnel with the knowledge and skills necessary to identify the root cause of unplanned plant events in accordance with DOE orders and technical standards and WIPP policies and procedures. Students will analyze incidents to identify corrective action necessary to prevent the events from recurring. This training is recommended for all operators, technicians, supervisors, and managers.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform root cause analysis in accordance with DOE Order 232.1.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

TRG-298 Subject Matter Expert/On-The-Job Training Refresher

Duration: 2 Hours

Prerequisites: TRG293 - SME/OJT

Scope

This refresher covers the steps in the SME/OJT process.

Type: Classroom

Objective

Upon completion of this course, the student will be able to perform subject matter expert duties in accordance with WP 14-TR3305, Instructor Certification, and TRG293, SME/OJT Trainer.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: Biannually

Class size: Classroom Capacity

TRG-299 JPM Evaluators

Duration: 2 Hours

Prerequisites: TRG293 - SME/OJT

Scope

This subject matter expert course is for personnel who use job performance measure.

Type: Classroom

Objective

Upon completion of this course, the trainee will be able to evaluate personnel performing job performance measures in accordance with WIPP training procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

TRG-300 Classroom Instructor – Level II

Duration: 40 Hours

Prerequisites: Manager's approval

Scope

The instructor will present the trainees with the information and skills necessary to develop and perform classroom instruction based on DOE guidelines "Good Practices for Training and Qualification of Instructors," DOE-NE-STD-1001-91.

Type: Classroom and practical

Objective

Upon completion of this course, the student will be able to develop, conduct and document formal classroom training in compliance with current WIPP training policies.

Mastery of the terminal objective will be demonstrated by satisfactory performance on all practical sessions and maintaining 80 percent or higher for an overall course average. No score less than 70 percent may be scored on any daily examination.

Refresher: TRG-292 every 6 months

Class size: 10

TRG-301 Self Study Module (SSM) Development

Duration: N/A

Prerequisites: None

Scope

This course will describe how to develop Self-Study modules in accordance with approved procedures.

Type: Self-paced

Objective

Upon completion of this module, the trainee will be able to describe the development of Self-Study modules in accordance with the WIPP Training Program WP 14-TR.01 and current training procedures.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or greater on the module open book examination.

Refresher: None

Class size: N/A

TRG-303 Systematic Approach to Training

Duration: 8 Hours

Prerequisites: None

Scope

This course will provide the student with information and guidance for facilitation of Table-Top Job Analysis/Table Top Training Design workshops based on DOE-HDBK-1076-94 Table-Top Job Analysis and DOE-HDBK-1086-95 Table-Top Training Program Design

Type: Classroom

Objective

Upon completion of this course, the student will be able to conduct Table-Top Job Analysis/Table-Top Training Design workshops in accordance with DOE Order 5480.20A Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: Classroom Capacity

**VPP-101 Management
Safety Accountability
Program**

Duration: N/A

Prerequisites: None

Scope

This course is designed for managers to increase their safety awareness.

Type: Self-paced

Objective

Upon completion of this self-paced lesson module, the manager will be able to perform job safety requirements in accordance with procedures, policies and regulations.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on an open book examination.

Refresher: None

Class size: N/A

**WEL-101 Welding
Operations Safe Use
and Inspection**

Duration: N/A

Prerequisites: SAF-619

Scope

This module is intended to provide basic information on the proper use and inspection of all welding equipment used at the WIPP Site.

Type: Self-paced

Objective

Upon completion of this module, the student will be able to state the safe use and inspection of all welding equipment used at the WIPP Site.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on the module examination.

Refresher: None

Class size: N/A

**WPV-101 Workplace
Violence Awareness**

Duration: 4 hours

Prerequisites: None

Scope

This course is designed to present the student with information, which can be used in daily contact with co-workers in an effort to prevent acts of violence at the workplace.

Type: Classroom

Objective

Upon completion of this course, the student will be able to define Workplace Violence, and to identify the profile of the typical violent worker.

Mastery of the terminal objective will be demonstrated by scoring 80% or higher on the closed book written examination.

Refresher: Annually

Class size: Classroom Capacity

WPV-102 Workplace Violence Supervisor Training

Duration: 4 hours

Prerequisites: WPV-101

Scope

This course is designed to present the supervisor/manager with information which can be used in daily contact with employees in an effort to prevent acts of violence at the workplace, while also protecting the company from legal actions that could result from these acts.

Type: Classroom

Objective

Upon completion of this course, the student will be able to identify and manage workplace violence issues and activities.

Mastery of the terminal objective will be demonstrated by scoring 80% or better on the closed-book examination.

Refresher: Annually

Class size: Classroom Capacity

WTS-101 WIPP Correspondence and Commitment Tracking System (WCCTS)

Duration: N/A

Prerequisites: Manager approval

Scope

To provide guidance and act as a designated focal point for use of the WCCTS within their department in accordance with WP 15-080, WIPP Correspondence and Commitment Tracking System.

Type: Self-paced

Objective

Upon completion of this course, the student will be able to state the purpose, scope, and responsibilities of the WCCTS necessary to provide guidance and act as the designated contact for use of the WCCTS within their department.

Mastery of the terminal objective will be demonstrated by scoring 80 percent or higher on the course examination.

Refresher: None

Class size: N/A